COMPUTER APPLICATIONS – Indents, Alignment, Word Count, Margins

**Directions**

Open ***OLD*** and make the following changes:

1. Save as *OldLastName* to your Word folder.
2. Justify the entire body to the report and set the paragraph after spacing to 6 pts.
3. Center the title and change it to “Title” style.
4. Paragraph 2, set a left and right indent at .5”.
5. Paragraph 3, set a 1-inch left and right indent.
6. Paragraph 4, set a 2-inch left indent.
7. Paragraph 5, set a 2-inch right indent.
8. Double-space paragraphs 1 and 5.
9. Left align paragraph 2.
10. Change the size of the title to 18.
11. Change your top, bottom, left and right margins to 1.5 inches.
12. Use Word Count (Tools, Word Count) to figure total words in your document. Add a line at the bottom that tells how many words you have.
13. Add a header with your name at the left and the filename at the right.
14. Add a footer that centers the word Page and the page number.
15. In paragraph 4, underline the first 6 words.
16. In paragraph 4, underline the words *la mar*.
17. Add the following page border
	1. Shadow setting
	2. Single line style
	3. Aqua, accent 5 color
	4. 3 pt. width
18. Save again – turn in electronically.